

## Job Risk Assessment JRA-AO-01 (ITD Office Work)

<b>Name(s) of Risk Team Members:</b> M.Heinrich, M.Swiss, J.Pergan, E.Papa, S.McKeon, C.Herbst	<b>Point Value → Parameter ↓</b>	1	2	3	4	5
<b>Job Title: Office Work</b> – taken from JRA for BNL-Office	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Number or Job Identifier:</b> JRA-AO-01						
<b>Job Description:</b> General Office Work such as computer work, filing, operating office machines, and attending meetings	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional): BNL level class IND-004 Video Display -	<b>Likelihood (D)</b>	Very Unlikely	Unlikely	Possible	Probable	Multiple
Reviewed by: J.Pergan    Date: 9/28/06    Rev. #: 0						
<b>Stressors:</b> Stressors that were quantified in the ratings below include: Work patterns that may include long hours, deadlines, high volume of work; Work environment where lighting and ventilation may impact work quality and comfort.	Reason for Revisions (if applicable):			Comments:		

			Before Additional Controls						After Additional Controls							
Job Step / Task	Hazard	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Computer work (typing/mouse), desk work; phone use	Repetitive motion injuries	SBMS Subject Area to be read. Ergonomic reviews of the work station design by SME in SBMS, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions	N	1	5	3	2	30								
	Eye strain	Proper lighting, glare screens Ergonomic reviews of the work station design by SME, adjustable chairs, alternating tasks, work breaks	N	1	5	1	2	10								
	Neck & Back strain from static posture	Ergonomic reviews of the work station design, adjustable chairs, work breaks, alternating tasks, speaker phones, head sets	N	1	5	3	2	30								

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Manual office tasks – filing, copy machine, hole punches, staplers, printers, and similar office equipment. Changing out tape drives. Light manual <u>lifting</u> of office supplies, of paper into printer, water bottles and equipment; filing paperwork in cabinets and storage boxes. In particular, box razor cutter.	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying;	Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items at below shoulder height. See JRA for Manual Lifting.	N	1	5	3	3	45								
	Cuts and abrasions, punctures, finger injuries	Tier 1 inspections, Padded sharp edges, furniture design, safe tool design (example: staple removers, razor blade cutters). Purchase automatic retractable blade and discard existing blade cutters	N	1	5	3	2	30								
	Moving around equipment- Falls on same level, falls from step stools; Slip and trips	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features	N	1	4	3	3	36								
	Electrical hazard-shock	Proper grounding of equipment, limited use of extension cords, NRTL equipment, Tier 1 inspections	N	1	5	2	1	10								
Removal of batteries from equipment	Hazard to environment if not thrown away properly	On some regular basis, remind staff of battery removal waste stream for nicad batteries, nikel, cadmium. Only alkaline goes with trash.	N	1	2	1	1	2								
Working alone late at night or over weekend	Falls, security	Notify guard at Main Gate of your building and timing. Request security walkthrough. Inform someone at home. Adequate lighting, buddy system, working door locks, escort service.	N	1	2	3	1	6								
General office area room occupancy	Climate, comfort, air quality	Proper lighting, HVAC units and their proper maintenance, custodial services, Tier 1 inspections, IAQ investigations,	N	1	4	1	3	12								

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Walking to parking lots, in hallways, and in offices	Falls to same or lower level	See Site JRA <i>Walking</i> or organization specific FRA or JRA.	-	-	-	-	-	-								
Using elevators	Falls to same level	See Site level JRA <i>Walking</i> or organization specific FRA or JRA.	-	-	-	-	-	-								

<b>*Risk:</b>	<b>0 to 20</b>	<b>21 to 40</b>	<b>41-60</b>	<b>61 to 80</b>	<b>81 or greater</b>
	<b>Negligible</b>	<b>Acceptable</b>	<b>Moderate</b>	<b>Substantial</b>	<b>Intolerable</b>

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